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| **TRANSFER REQUEST LETTER** | [Email] |
|  | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Dear [Name of Person],

I have recently learned about the position of XYZ Title from my manager, [Insert Name of Manager], and I would like to submit my application for this position. I have maintained my position as an ABC Title for the past six years and now I would like to take on a new challenge. I have learned a lot about this position. Therefore, I formally request a transfer to the XYZ department.

This organization has been a significant part of my career and I have learned a lot from this prestigious organization.

My resume is enclosed with this letter. You can me at 555-555-555. Thank you so much for considering my application. I look forward to hearing from you.

Sincerely,

[Name]